

Comparisons of Job Characteristics

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Technical Writers (27-3042)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 53

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: Technical Writers (27-3042)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
English Language	11.2	19.0	11.7	<<	Extensive education and/or training may be required
Computers and Electronics	8.4	14.6	8.8	<<	Extensive education and/or training may be required
Communications and Media	5.3	13.1	4.2	<<	Extensive education and/or training may be required
Engineering and Technology	5.7	8.0	1.4	<<	Extensive education and/or training may be required
Sales and Marketing	5.2	7.0	2.6	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 80

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: Technical Writers (27-3042)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Writing	9.2	19.5	11.5	<<	Extensive development of skills in this area may be required
Reading Comprehension	10.7	15.9	13.3	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 84

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Technical Writers (27-3042)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Written Expression	9.8	16.9	12.2	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	15.9	13.4	<	Some improvement in abilities may be required
Near Vision	11.1	13.3	13.1	0	Current ability level may be sufficient
Information Ordering	9.9	11.4	10.3	<	Some improvement in abilities may be required
Originality	7.6	9.0	6.7	<<	Extensive improvement in abilities may be required
Fluency of Ideas	7.6	8.8	8.1	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 28

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Technical Writers (27-3042)

Work Activities	Exclusivity of Activity
Maintain records, reports, or files	5

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 85

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Technical Writers (27-3042)

Tools and Technologies	Exclusivity
Business function specific software	1
Cameras	2
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1

Industry specific software	1
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.